

MORGAN STATE UNIVERSITY JOB SPECIFICATION



EXECUTIVE ADMINISTRATIVE ASST II

Class Code:0020 FLSA Code: N/E (Non-Exempt)
Pay Range: 11

JOB SUMMARY

Under general supervision, provides executive level secretarial and administrative assistance to a key executive or official as designated by the institution. Incumbents regularly handle matters of a highly confidential or sensitive nature. Level allocation is based on criteria as established by the institution.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other material from copy or notes created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes replies to general inquiries requiring comprehensive program knowledge. Signs important correspondence frequently without instruction or review.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy with general policy and factual correctness. Corrects and calls deviations or inadequacies to writer's attention as deemed appropriate.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally forwards remainder with necessary background materials.

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7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries which do not require technical knowledge or refers callers to others as appropriate.
8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and recordkeeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively. Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public. Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on authority delegated by the executive.
13. Ensures confidentiality of information. Provides guidance and instruction of office support staff.
14. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years secretarial experience, one year of which was providing primary secretarial support to a key administrator.

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OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business english, spelling, grammar, and arithmetic; of UMS policies and procedures and the institution's purpose, goals, and procedures. Thorough knowledge of and skill in the use of word processing, database, and spreadsheet software to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations; to supervise office operations and staff.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.